

Spec. Code: 4774(3293)
Occ. Area: 01
Work Area: 000
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 07/20/93

PROGRAM SERVICES SPECIALIST

Function of Job

Under administrative supervision from a designated supervisor, to perform professional social service/counseling functions in a federal, state, or institutional/agency social and/or educational program.

Characteristic Duties and Responsibilities

1. assists in the planning, development, and implementation of social and/or educational programs
2. interviews and assesses the needs of individuals to be served by the program(s)
3. provides specialized training and/or counseling for individuals participating in the program
4. acts as liaison between the institution or agency and the individuals to be served
5. collaborates with other professional staff members in meeting the individual needs of program participants
6. prepares and maintains necessary records and reports
7. coordinates and/or conducts designated program activities
8. develops advertising and publicity for the program(s)
9. develops resource materials and/or referral services
10. supervises clerical and/or support staff as assigned
11. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
 - (a) credit for college course work comparable to that leading to a major in social work or one of the social or behavioral sciences

- (b) progressively more responsible social service/counseling work experience at a paraprofessional level under qualified supervision

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or Bachelor's degree) of "a" = 1.0 unit

three years of "b" = 1.0 unit.

Amounts of education and experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of human nature
2. ability to interview individuals to determine their physical, social, and/or possible psychological needs
3. ability to organize, prepare, and maintain records, reports, files, and correspondence
4. ability to obtain services necessary to meet participants' needs
5. ability to establish effective working relationships with program participants and staff